



City of Eureka, California

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Legal Assistant
Class Code Number	1030

General Statement of Duties

Performs legal and administrative support functions for the City Attorney; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to provide legal and administrative support to the City Attorney. The work is performed under the supervision and direction of the City Attorney, but considerable leeway is granted for the exercise of independent judgement and initiative. The nature of the work performed requires an employee in this class to establish and maintain effective working relationships with all others contacted in the course of work. The principal duties of this class are performed in a general office environment.

Examples of Essential Work (Illustrative Only)

- Prepares a variety of legal documents in accordance with prescribed guidelines, including complaints, motions, pleadings, briefs, and other related documents as required;
- Responds to questions from Attorney, City staff, and the general public regarding the status of pending cases, departmental procedures, and other related issues as requested;
- Performs legal research under the direction of the City Attorney, including gathering information regarding laws, ordinances, regulations, and court decisions;
- Receives claims against the City, and routes them to appropriate City personnel and REMIF, including drafting the Agenda Summary for City Council as required;

- Performs a variety of administrative support duties for the City Attorney, including maintaining the appointment calendar, scheduling meetings, indexing and filing legal documents, acting as receptionist, and providing information and assistance to the general public as requested;
- Keeps immediate supervisor and designated others accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas;
- Responds to questions and comments from the public in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

Required Knowledge, Skills, and Abilities

- Substantial knowledge of the Eureka Municipal Code and California codes;
- Substantial knowledge of modern legal procedures, research techniques, and legal office terminology;
- Substantial knowledge of modern legal filing systems and procedures;
- Substantial knowledge of grammar, spelling, and legal formatting;
- Substantial knowledge of criminal and civil court procedures;
- Ability to accurately prepare legal documents for cases as required;
- Ability to deal with a wide range of persons, including situations in which individuals may be upset over some issue involving activities or policies;
- Ability to utilize appropriate legal reference tools;
- Ability to serve in a confidential work relationship;
- Ability to handle confidential legal material with tact and discretion;
- Ability to compose and prepare written correspondences according to standard business practices;
- Ability to accurately type correspondence, reports and memoranda;
- Ability to complete financial processing procedures;
- Ability to learn departmental policies and rules, procedures, practices and objectives;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures, and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity, and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Any combination of training and/or experience which is equivalent to:

- Associate's Degree in Legal Assistance; and
- Some (one to three years) legal office experience.

Required Special Qualifications

- May require a valid Class C California State Driver's license.
- Paralegal Certification.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, to enable the employee to review a wide variety of materials in electronic or hard copy form;
- Sufficient manual dexterity, with or without reasonable accommodation, to enable the employee to operate a personal computer, telephone, and other related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to safely lift, move, or maneuver whatever may be necessary to successfully perform the duties of their position;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to efficiently function in a general office environment.